

e - Policy Bulletin

ARIZONA DEPARTMENT OF ECONOMIC SECURITY / DIVISION OF DEVELOPMENTAL DISABILITIES

January 2006

If you find this e-Policy Bulletin useful, please email Betty Waldrip at bwaldrip@azdes.gov

This monthly Bulletin is published to advise Division staff of current revisions or additions to Division and Department Policies. Submitted by Princess Lucas-Wilson, Program Development and Policy Unit. Any comments should be addressed to District Program Managers for referral to Princess Lucas-Wilson.

Policy	Description	Status	Complete	Location/Resource
Eligibility DDD Chapter 500	Discusses eligibility criteria for Division services and outlines the application process	Pending		Under revision, Princess Lucas-Wilson
Services DDD Chapter 600	Types of services, eligibility criteria and service delivery methods	Pending		Under revision, Princess Lucas-Wilson
Plan Coordination DDD Chapter 900	How the Division's Support Coordinators arrange and coordinate services	Pending		Under revision, Princess Lucas-Wilson
Payment for Services DDD Chapter 1200	Defines Third Party Liability (TPL), discusses eligibility for other programs, specifies Division billing requirements and describes staff responsibilities	Pending		Under revision, Princess Lucas-Wilson

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Policy	Description	Status	Complete	Location/Resource
Management of Individual Funds DDD Chapter 1300	Provides standards for safeguarding, using and investing funds held in trust for consumers.	Pending		Under revision, Princess Lucas-Wilson
Special Programs DDD Chapter 1400	Specific programs and services for target populations.	Pending		Under revision, Princess Lucas-Wilson
Attendance At State-Sponsored Health Education or Health Screening Classes and Events DES 1-26-23	Establishes guidelines for supervisors and employees regarding employee requests to attend State-sponsored workshops, fitness classes, health education classes, health screenings, and other similar programs.	Final	11/30/05	http://intranet/digitallibrary
Dress Code DES 1-28-16	Adopts the Arizona Department of Administration (ADOA) Dress Code policy for the Department and includes provisions for supervisor discretion regarding dress code standards	Final	1/03/06	http://intranet/digitallibrary
Drug & Alcohol Testing DES 1-01-18	Procedures and the conditions DES' full/ part time employees, clerical pool employees, students, interns and volunteers are required to undergo testing for drug and/or alcohol use.	Pending		Under revision, Princess Lucas-Wilson
Purpose and Function Statements of Personnel DES 1-26-01	The types of services that the Department of Economic Security (DES) Office of Personnel Management (OPM) provides to Department employees.	Final	12/14/05	http://intranet/digitallibrary

Policy	Description	Status	Complete	Location/Resource
Solicitation DES 1-36-02	Identifies areas on or within state property where restrictions or allowances shall be made for persons and or organizations for the purposes of solicitation. This policy will render Policy Directive #33 obsolete when finalized.	New Pending		Under revision, Princess Lucas-Wilson
General Employee Information DES 1-26-02	Serves as a guide for Department employees regarding information about various items such as the New Employee Handbook, Standards of Conduct, Conflicts of Interest, Political Activities etc.	Final	11/23/05	http://intranet/digitallibrary
Military Pay Differential DES 1-26-29	The Department's obligation to ensure employees who are ordered to active military service receive compensation equivalent to their state salary less military pay and allowances	Revision Pending	6/30/04	http://intranet/digitallibrary
Directors Office of Equal Opportunity DES 1-07-07	Identifies the responsibilities and authority of the Director's Office of Equal Opportunities.	Pending		Under revision, Princess Lucas-Wilson

Equal Opportunity Employer/Program

Under Titles VI and VII of the Civil Rights Act of 1964 and the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, the Department prohibits discrimination in admissions, programs, services, activities, or employment based on race, color, religion, sex, national origin, age, and disability. The Department must make a reasonable accommodation to allow a person with a disability to take part in a program, service or activity. For example, this means if necessary, the Department must provide sign language interpreters for people who are deaf, a wheelchair accessible location, or enlarged print materials. It also means that the Department will take any other reasonable action that allows you to take part in and understand a program or activity, including making reasonable changes to an activity. If you believe that you will not be able to understand or take part in a program of activity because of your disability, please let us know of your disability needs in advance if at all possible. To request this document in alternative format or for further information about this policy, contact the Division of Developmental Disabilities ADA Coordinator at (602) 542-6825; TTY/TTD Services: 7-1-1.